

Baraboo Library Expansion Committee

Baraboo Common Council Chambers, 1:00 p.m., November 30, 2017

Present: Meg Allen, Keri Olson, Mary Grant, Tony Kujawa, Emily Truman, David Wernecke, Bekah Stelling, Michael Zolper, Tom Pinion, Lacy Steffes

Absent: Sara Roltgen

I Call to Order

A. Note Compliance with Open Meeting Law

B. Roll Call

C. Approve Agenda, Bekah moved and Mary seconded approval, Motion passes unanimously

D. Approve the November 2, 2017 meeting minutes David moved and Keri seconded. Motion passes unanimously

II Discussion of the process for selecting the short list of architectural firms to interview

Tony noted that everyone has received their packages and his preference is that we each make our selections without conferring with each other. His other thought was that when we get together on December 5, each of us should have recommendations for the short list with 2-4 firms on our short lists along with our rationale for each firm. Everyone was in agreement with this process. Would the rest of the board have access to all the materials? Tony proposed looking at the financial bids after we have selected the short list and Bekah agreed with him. Tony wants to see how the short list financials compare to those not on the short list. Keri said she would benefit from seeing the financial information before she produces her short list. She feels that this would help her make that decision more completely. Tony responded that he has had the pleasure of facing the public and defending the decisions and he would like to have a logical basis to do so. Tom said these are not bids but rather proposals. David said it was his understanding that until you have construction plans, you don't really have a good handle on the actual costs. Tom replied that this is projected costs for the design. There are two methods, low bid and Quality Based Services. They city uses a combination of both. The projected hours and costs are the basis on which to start negotiations. If they don't negotiate, you move on. Tom said as it stands we do it as a QBS effort. Then once we have a short list, we then look at their costs; you don't even look at the other seven costs. Tom said it should be 4-7%. Keri asked if there is a downside to changing our process. Tom said if someone submitted a proposal that was 20% less, it wouldn't make them the choice of the committee. Can we use the low bid to negotiate a better price with our selected firm. Emily said legally we are not confined to the statutory provisions of constructions. Ethically, to change it after the fact is not good. Will we be held to a short list of 4 would that be a problem. And the response was no. David said one of

the issues is that other board members would like to see what the proposed costs of all of the proposers are.

David clarified his position on energy efficiency noting that this has a significant impact on operating costs. David said is comfortable picking two to four and then looking at costs. Forrest Hartman wants to see all of it. Keri said although she would have preferred to see the financial information, she believes it is important that we be professional and follow the RFP process as it was published. Tom said that we are funding this with impact fees and so we can do as we please. If we follow the city process, then we have to follow the RFP as written. Once the final four –public service projects were selected, then the financials were opened. Tony still prefers to see the numbers for all of the proposals. Tom said his personal position is to not add someone to the short list who is only added because they are 20%. Tom said we have full latitude to negotiate. Bekah said it will be good to have a full price range or a window of what the costs. Tony feels comfortable with the process as follows.

III Discussion of when to open the sealed Project Hours and Estimated Costs submitted by the architectural firms

Decision. The committee will select a short list and then use the financial proposals to aid in the selection. The committee will then look at all of the financials to ascertain a range or window of costs.

IV Discussion of the rationale for whether or not to hold a closed session at the December 5 meeting when the short list is selected.

Emily said there is no negotiation picking a firm. The only time you are allowed to go into closed session is if there is an actual negotiation going on. Tony asked about when we open the financial proposals. Tom said once we select the top firm, that is when negotiation starts. Tom and Emily said a closed session is not necessary when making the initial selection.

Keri moved adjournment and Meg seconded. Motion passed.